



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4/21/81	1. Agency Address GA. Dept. Natural Resources Environmental Protection Division Air Quality Evaluation Section 4279 Memorial Drive, Suite D Decatur, Georgia 30032	Application Number 81-313	Date Received APR 30 1981
Application Number	Working Title Principal Secretary	Date Completed MAY 12 1981	Telephone Number 404/656-4997
2. Person to Contact Elon Dodgen			
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971	Latest Present	5. Records Series Title (followed by title used in office; if different) (ACTIVE FILES) Air Quality Evaluation Section Ambient Correspondence Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Air Quality Evaluation Section is responsible for preservation, protection, and improvement of air quality and to conduct a statewide monitoring program so as to safeguard the public health, safety and welfare.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: AMBIENT AIR MONITORING STATEWIDE Included are: Correspondence to and from community officials, schools, private citizens, industries, operators, etc, concerning atmospheric samplings conducted on either a continuing or one-time basis. File is arranged: BY SITE NAME BY REGION			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 10; Seven to twelve months old 5; Thirteen to twenty-four months old 3; twenty-five months and older 1?			
9. Annual Rate of Accumulation of Records Letter-size drawers 2; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law | <u>1</u> years. | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u> </u> years. | e. Administrative need | <u>7</u> years. |
| c. Federal law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

The 7 years administrative need is based on reference requirements.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other then,

- ☒ Hold in the current files area month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>R. H. Collins</i>	<i>4/22/81</i>	<i>Pat Harrison</i>	<i>4-30-81</i>

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	<i>5-11-81</i>
Secretary of State/Designee	<i>Carol Hart</i>	<i>5-7-81</i>
Attorney General/Designee	<i>[Signature]</i>	<i>5-11-81</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)